

CENTER FOR RESULTS STEERING COMMITTEE CHARTER

I. Name

First 5 California Center for Results Steering Committee, or the Steering Committee.

II. Authority

On July 21, 2005, First 5 California unanimously approved a Statewide Evaluation Framework creating the Center for Results. The Center for Results is a conceptual construct supporting the development, management, and implementation of a research and evaluation agenda for First 5 California. Its organizational structure includes a Steering Committee, First 5 California's Research and Evaluation staff, and a strategic research contractor who will work collaboratively to create a strategic research plan for consideration and approval by First 5 California.

III. Purpose and Scope

Steering Committee members will work in an advisory capacity with First 5 California staff and a strategic research contractor to develop the strategic research plan for First 5 California consideration and approval. In addition, members may provide subject matter advice for the plan and the individual research studies generated by it and carry out related functions as described below.

IV. Objectives

The Center for Results and its constituent bodies have two major objectives:

- Increase accountability by evaluating the efficiency and effectiveness of First 5 programs.
- Increase learning through research that contributes to early childhood development.

V. Functions

In order to accomplish its purpose, scope, and objectives, the Steering Committee will perform the following functions:

- Develop a strategic research plan.
- Review this plan at least annually.
- Review contractor's analysis of national studies and their applicability to California.
- Review contractor's analysis of First 5 California's research study needs.

- Review contractor's annual report on local evaluation findings and the best practices derived from those reports.
- Review the research designs and research findings related to the strategic research plan.
- Review First 5 California staff policy recommendations.
- Provide feedback on the performance of contractors.

VI. Responsibilities

In order to accomplish its purpose and objectives, the Steering Committee members are responsible for the following:

- Attend meetings. If unable to attend three consecutive meetings, submit resignation to allow another representative to be appointed to the Committee.
- Participate in conference calls.
- Review and comment on contractor and First 5 California staff documents.
- Obtain input from professional colleagues and peers, when appropriate.
- Build support and advocate for the strategic research plan.
- Disclose any potential conflicts of interest at time of appointment and throughout term of service.

VII. Organizational Structure

The Executive Director of First 5 California will name all Steering Committee members representing the following categories:

- Two First 5 California Commissioners, preferably those serving on the Research and Evaluation Committee
- Two First 5 county representatives, one representing a large county and the other a small county
- Four subject matter experts outside the First 5 governance structure, one each representing:
 - Family functioning
 - Early childhood development
 - Child health
 - Systems of care
- One discretionary member from one of the following categories:
 - A third First 5 county representative from a mid-size county;
 - A fifth subject matter expert outside the First 5 governance structure;
 - An external researcher, expert in evaluation, unconnected to any contracts with First 5, either at the state or local level.

The Steering Committee shall also include the Executive Director of First 5 California, or her designee, and the Deputy Director for Research and Evaluation, First 5 California.

The Steering Committee will elect a Chair and Vice Chair from its membership at its first meeting.

The strategic research contractor will work closely with the Chair and Vice Chair to prepare agendas, notify members, facilitate each meeting, and prepare minutes of each meeting.

All decisions made by the Steering Committee shall be by majority rule.

VIII. Terms of Office

The terms of office shall vary, as indicated below:

Two First 5 California Commissioners – two years

Two First 5 county representatives – three years

Four subject matter experts – three years

One discretionary member – two years

No member may serve for more than two terms.

The Executive Director of First 5 California, or her designee, and the Deputy Director for Research and Evaluation, First 5 California, shall serve unlimited terms.

If a member experiences a career change or has a conflict of interest that makes service on the Steering Committee no longer appropriate, the Executive Director of First 5 California may end the appointment of that individual with thanks and name a replacement within 90 days.

IX. Membership

Include list of members when appointed

August 6, 2007